Z 56
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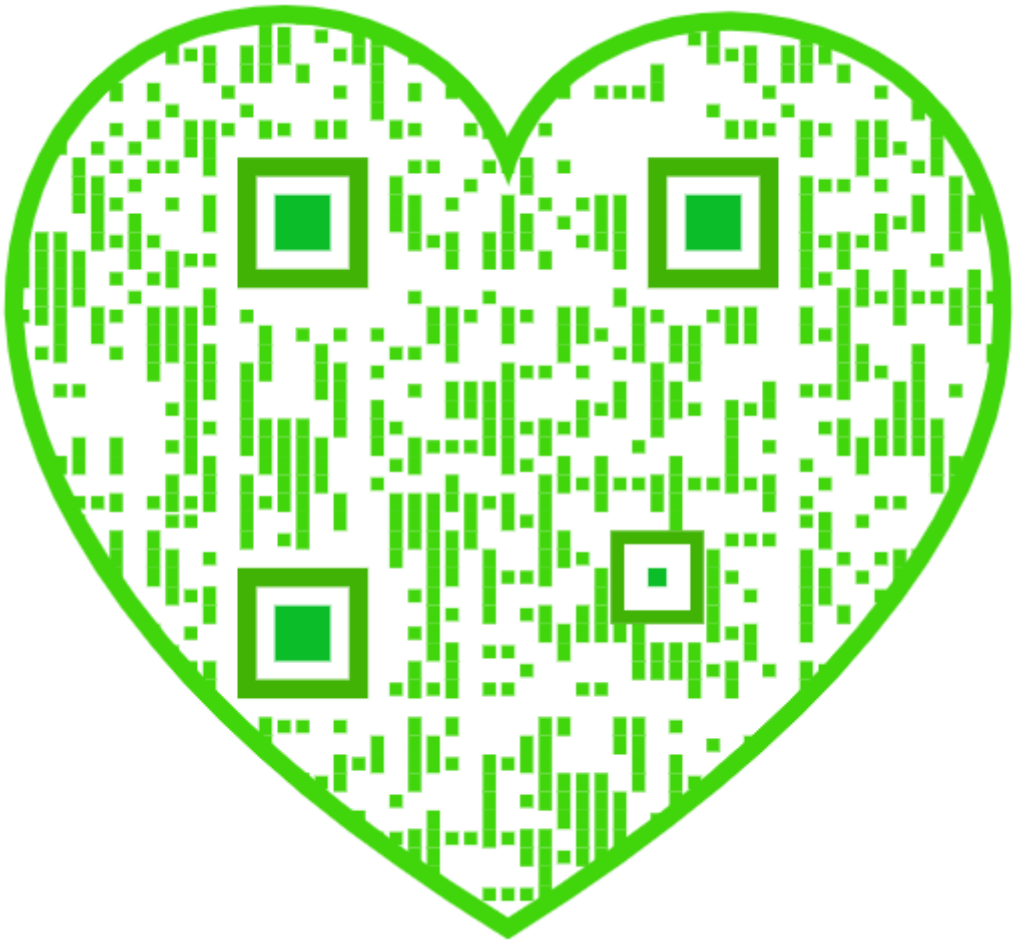
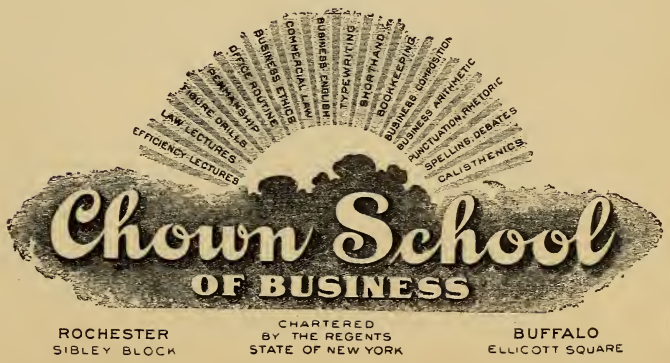


Chown, W J

Chown

Shortime Shorthand

Arranged on the latest pedagogical principles
to enable students of shorthand
to master the subject in a short time.



ROCHESTER
SIBLEY BLOCK

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BY THE REGENTS
STATE OF NEW YORK

BUFFALO
ELLICOTT SQUARE

Z56
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#1
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no 1

aug. June 8, 1912,

FOREWORD

Emerson said: "The world do move!" This is doubly true of the "Shorthand World", for it is no longer necessary to spend many months to become a proficient shorthand writer.

The aim of authors of shorthand for many years has been to invent a system which could be learned in a short time, but as the problem has always been studied from the view-point of writing the numerous sounds of the language, the task has been difficult.

In this system an entirely different principle has been followed. The words are divided into syllables (as they are in the dictionary), and there being less than half as many syllables as sounds in the language, this method greatly simplifies the science.

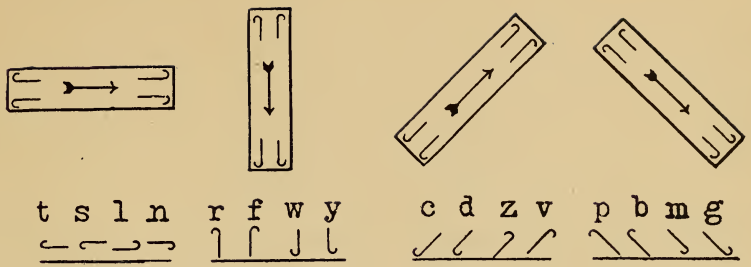
The law of association, the value of which is evident to all who have studied memory training, has been followed throughout. To illustrate how this method fixes a fact indelibly upon the mind, take for example, the height of the mountain Fujiyama, in Japan, which is 12,365 feet. It is hard to remember these figures, until you associate them with 12 months and 365 days in a year -- then it is easy.

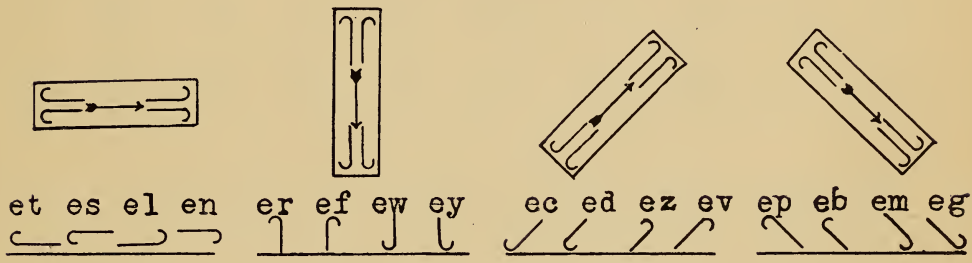
Each character in the system is related to other characters. For instance -- when you learn the character representing the letter (t) you know the six syllables (at) (et) (it) (ot) (ut) and (tr); and when you write this character in four directions, turning the hook four ways when it is written in each direction, you know 4 times 4, or 16 of the 26 letters of the alphabet, and also 16 times 6, or 96 of the 106 syllables which form the foundation of THE ENTIRE SYSTEM.

The natural longhand movement is used. Dots, dashes, shading, and ruled lines have been eliminated. The result is a simple, speedy, legible system.

By studying CHOWN SHORTIME SHORTHAND, a student can become an expert shorthand writer in one-third the time required by other systems.

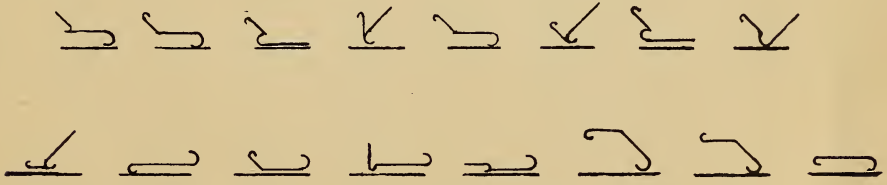
THE AUTHOR

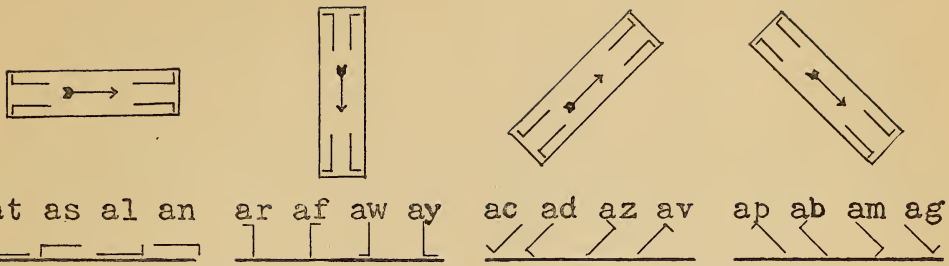




ten net wet web few den pet leg

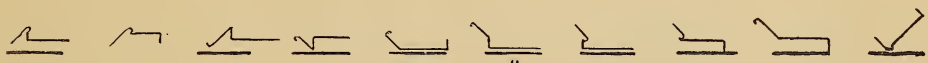
met set tell led near pell view beam

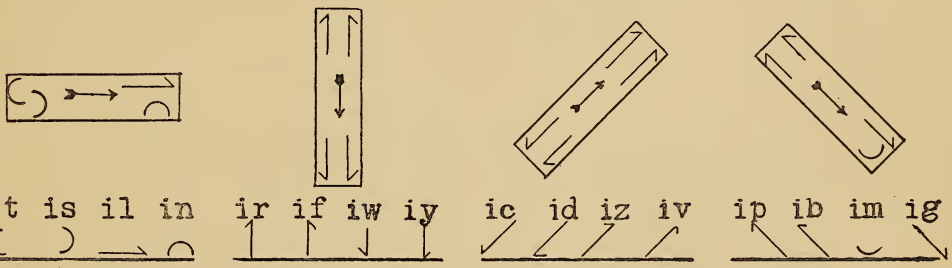




tan tag tab sat saw sag sack name lag tall

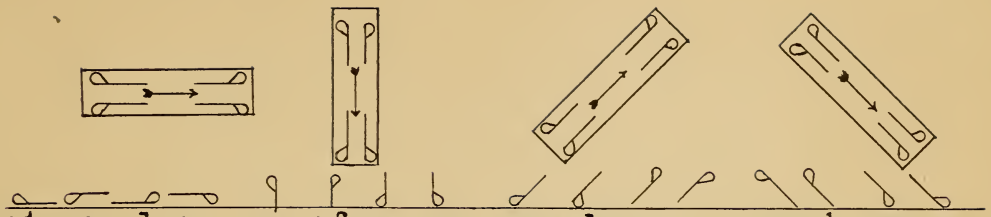
lack nag nap nab rat ran rag rap fat rave





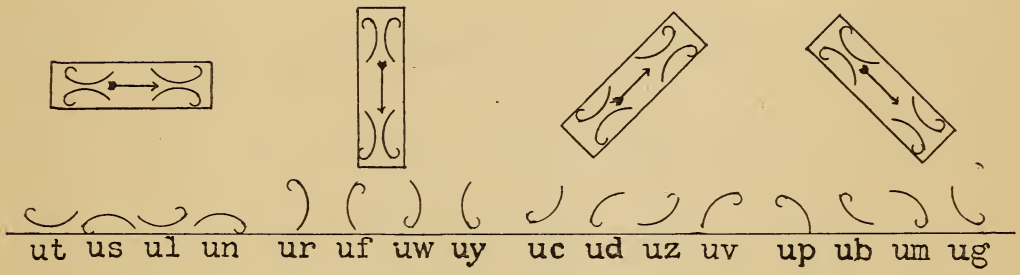
tin rig sit sin lit dig nip till sill live

rip sip rim fit fin bin bib rise fire dine



tot ton top tow toy son sow roll toss toll

low log nor nob rod lot love rose roof rock



sup tub sun tug sum nut nun bun bud lull

rut run cup rub rum fun fur cut bus null

bl fr re ch to th sh wh

reach bluffer bless blow froze refer blew

atom alas asset annul avail abate agate even

Erin assure Ellen oppose evil erase afar anon

than then into shell share whim whet thought

item idle infer Isaac inner ice iron idol

slat clod sleep slope store flat clear plan

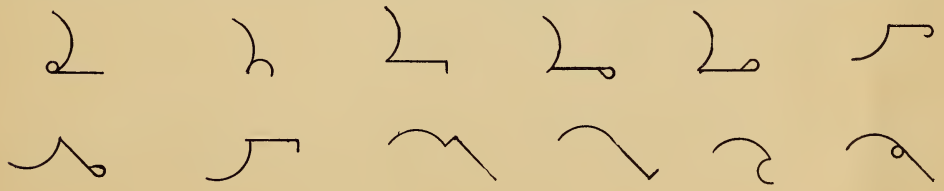
plot step close flag flop stem stag slum

spell plug star stub class clip slam spot

stave spun sleeve plan plod clock cleave clam

glass globe glow glaze gleam gloss glean gloom

delegate deliver delight deluge delve delude



t = take took tive

s = said same

l = laid letter

n = now new

r = are

f = from favor

w = with

y = your yours

c = can came

d = due done

z = zero

v = very have

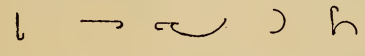
p = put possible

b = been

m = make made making

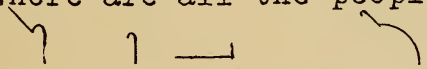
g = get getting

Your new suit is fine.



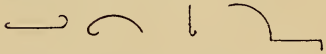
Is your waist finished?

Where are all the people?



The shell is in your gun.

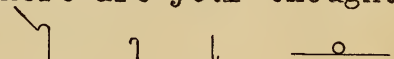
Tell us your plan.

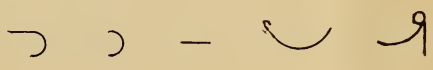


Take this letter now

Whose sheep are those?

Where are your thoughts?





et = let yet

es = see

el = well

en = no know

er = here

ef = feet

ew = we

ey = ye

ec = leak

ed = do does

ez = ease

ev = via ever

ep = keep

eb = be

em = me my

eg = beg

= a or ay

= they them think

 = j

= he

= that

 = h

= i

= should

 = y or ty

= o

= she shall wish

 = ly

= u under

= what which

 = ies ties

= ing

= when why who

 = tion sion

at =at

as =as

al =all

an =and

ar =air

af =after

aw =away

ay =aye

ac =account

ad =advertise

az =azure

av =avenue

ap =appoint

ab =about

am =amount

ag =ago

it =it

is =is

il =will

in =in

ir =one

if =if

iw =

iy =

ic =like

id =did

iz =size

iv =give

ip =ship

ib =buy

im =time

ig =big

ot =not note

os =house

ol =old

on =on

or =or

of =of

ow =how

oy =oi

oc =look

od =would good

oz =dozen

ov =over

op =hope

ob =object

om =some

og =go goes

ELLICOTT SQUARE

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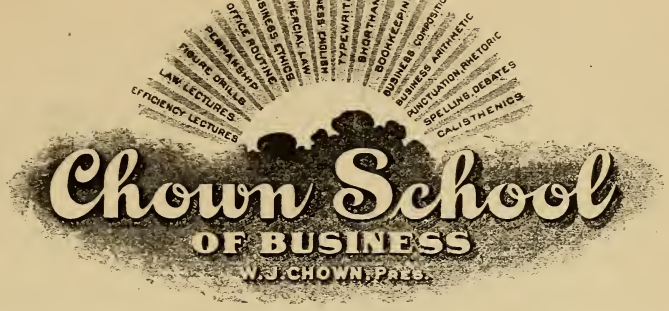


Dear Sir:

We have investigated your record with our house and find, as you say, that our previous letter was sent to you by mistake. But I do not know as it was a mistake after all, for you have not sent us an order for quite a while, and we are wondering if our goods or service have been in any way unsatisfactory. Will you tell us frankly?

If anything has not been satisfactory, we want the privilege of making it right. We want to be sure you are satisfied and to renew our previous pleasant relations. So if anything has been wrong, tell us of it and let us adjust the matter. If not, will you not look over the splendid offerings in our spring catalogue, which is just off the press and a copy of which we are mailing you?

Most cordially,

Western Rubber Company

WJC/MMD

By

= trust

= sure

= learn

= near

= railroad

= from

= we are

= you are

= car care

= Dear Sir

= various

= per

= bring

= Mr. matter

 = great

= quote

 = sell

 = street

= deliver

= please

= fill full

 = special

= glad

 = call

 = able to

= for

 = receive regard

 = check much

= con com cog

= ent ant ence ance

 = ont oint ment

 = trans

THE NATIONAL CASH REGISTER COMPANY

CAPITAL $10,000,000

OFFICE AND FACTORY, DAYTON, OHIO

JOHN H. PATTERSON, PRES'T AND GEN'L MGR.
EDWARD A. DEEDS, VICE PRES'T AND ASS'T GEN'L MGR.

BRANCH FACTORIES: LONDON, ENGLAND. BERLIN, GERMANY. TORONTO, CANADA

CABLE ADDRESS "NACARECO-DAYTON"

PLINY EVES, District Manager
F. E. WOOD, Office Manager

Address reply to
BUFFALO, N. Y., OFFICE

629 Main Street
Bell Telephone Tupper 35
Frontier Telephone 4067

Dear Sir:

Is your cash register working satisfactorily? Does it carry out the system that you planned when you bought it? Does it accomplish everything you want it to do or can you suggest some improvement?

The year is about over, and before it closes I want to be sure that every user is thoroughly satisfied. I would like to call on you personally, but as there are 14,000 in my territory it would require too much time to get around.

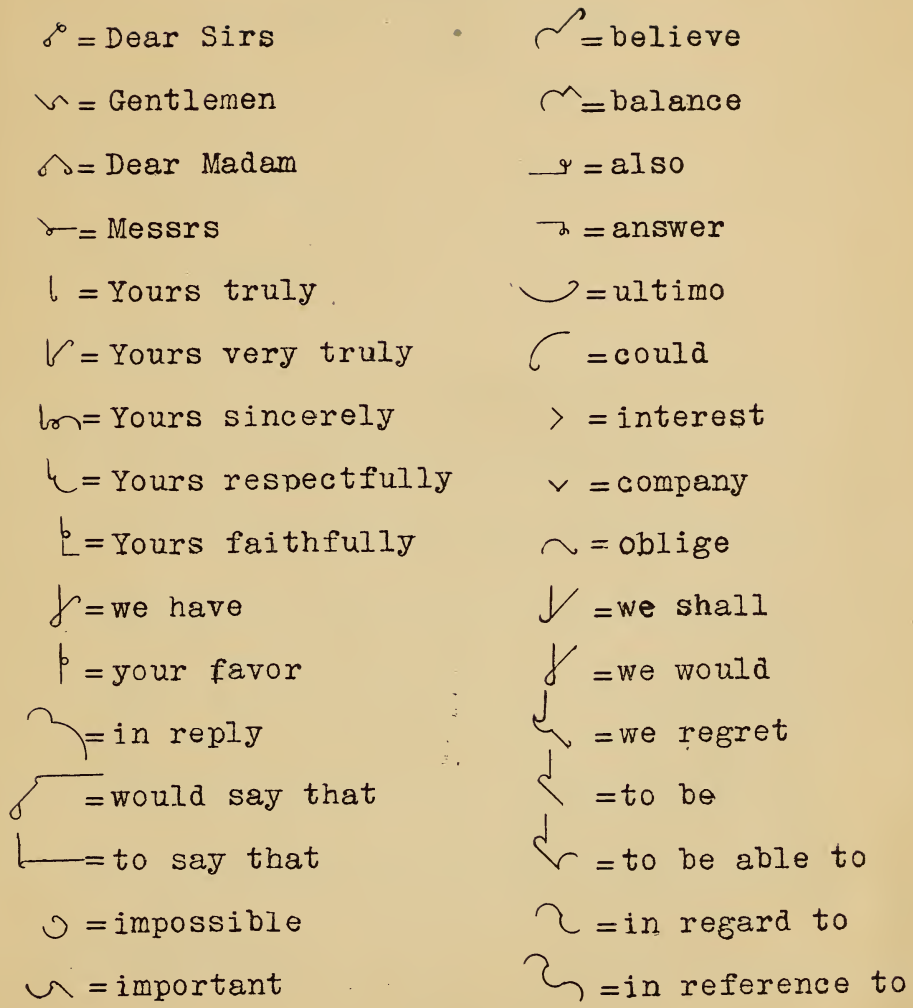
If you are not getting just the results you want, we shall be glad to help you with any suggestions we may make by letter, and have a representative call if you wish.

A stamped postal is enclosed for your convenience in answering.

WJC/CMO.

Very truly yours,

District Manager.


= Dear Sirs
= Gentlemen
= Dear Madam
= Messrs
= Yours truly
= Yours very truly
= Yours sincerely
= Yours respectfully
= Yours faithfully
= we have
= your favor
= in reply
= would say that
= to say that
= impossible
= important
= believe
= balance
= also
= answer
= ultimo
= could
= interest
= company
= oblige
= we shall
= we would
= we regret
= to be
= to be able to
= in regard to
= in reference to

BUFFALO EVENING NEWS.

BUSINESS OFFICE

BUFFALO, N.Y.

Mr. Harry Smith,

1200 Main Street,

Buffalo, N. Y.

Dear Sir:

Why not decide to sign your name at the bottom of the enclosed slip when you read this letter.

Really, I am afraid that if you do not settle this amount very soon, you will forget how good those stories were. There were 40 of them you know, and every single one of them must have brought a little joy. Just think of it--40 times a little joy; what a lot of joy! I do not know whether $10 will settle for all of it, but send it along.

Yours respectfully,

WJC/WHW

ax =axe

ex =express

ox =box

ix =mix

ux =luxury

sa =say

pa =pay

ls =less loss

ns =ness

ys =yes

ds =discount

ms =mistake

f-ob =f. o. b.

c-od =c. o. d.

bl-l =bill of lading

ship-bl =shipping bill

=Spring

=Summer

=Fall

=Autumn

=Winter

=North

=South

=East

=West

=Sunday

=Monday

=Tuesday

=Wednesday

=Thursday

=Friday

=Saturday

=January

=February

=March

=April

=May

=June

=July

=August

=September

=October

=November

=December

=today

=tomorrow

=together

=all together

ESTABLISHED 1818

WEED & COMPANY

WHOLESALE HARDWARE

IRON & STEEL, RAILROAD, SHOP & MILL SUPPLIES

Dear Mr. Smith:

When you think of hardware, we venture to say that you think of Weed's. For the firm of Weed's has been associated with hardware needs and hardware satisfaction in Erie County for a period of ninety-four years.

Pretty considerable length of time for a business to run--and grow, don't you think? When your excellent business has reached that age you'll feel like celebrating in some way. Our way is to concentrate upon twenty-five or thirty items that you are sure to need, and, without shading the quality because of the lower price, assure you that you can keep one dollar out of every five in your pocket when you buy from this list.

Read and consider the attached bargain list and remember if it's hardware it's at Weed's.

Very sincerely yours,

WJC/MMD

By

Manager.

= You cannot

= You do not

= You did not

= You are not

= You will not

= You were not

= You hope not

= You shall not

= You could not

= You would not

= You ought not

= You should not

= You will be pleased

= You would be pleased

= You shall be pleased

= You should be pleased

 = We cannot

 = We do not

 = We did not

 = We are not

 = We will not

 = We were not

 = We hope not

 = We shall not

 = We could not

 = We would not

 = We ought not

 = We should not

 = We will be pleased

 = We would be pleased

 = We shall be pleased

 = We should be pleased

HUGH KENNEDY, PRESIDENT A. H. WHITFORD, GENERAL SECRETARY ARTHUR N. COTTON, CITY SECRETARY FOR BOYS

THE YOUNG MEN'S CHRISTIAN ASSOCIATION

CENTRAL DEPARTMENT

BUILDING, 45 WEST MOHAWK STREET

CLIFFORD HUBBELL, CHAIRMAN RALPH CROY, TREASURER.

C. M. BROWNELL, DEPARTMENT SECRETARY

My dear Mr. Brown:

You have been a member of the Young Men's Christian Association some time during the past few years, but just at present you are not on our rolls.

The association may mean one or all these things to you:

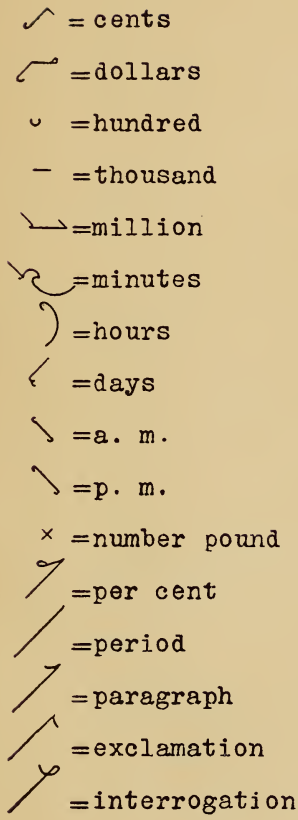
HOME--- for nearly 700 young men who come to Buffalo live in Y. M. C. A. Dormitories; EDUCATION -- for added mental power is provided for you in forty-one vocational courses and educational classes; HEALTH -- for gymnastics, aquatics, and play under skilled direction, help the city man to maintain physical stamina; SERVICE -- for opportunities are opened for you to do unselfish, thank-you, jobs for OTHERS -- the stranger, or the less fortunate fellow who may need you.

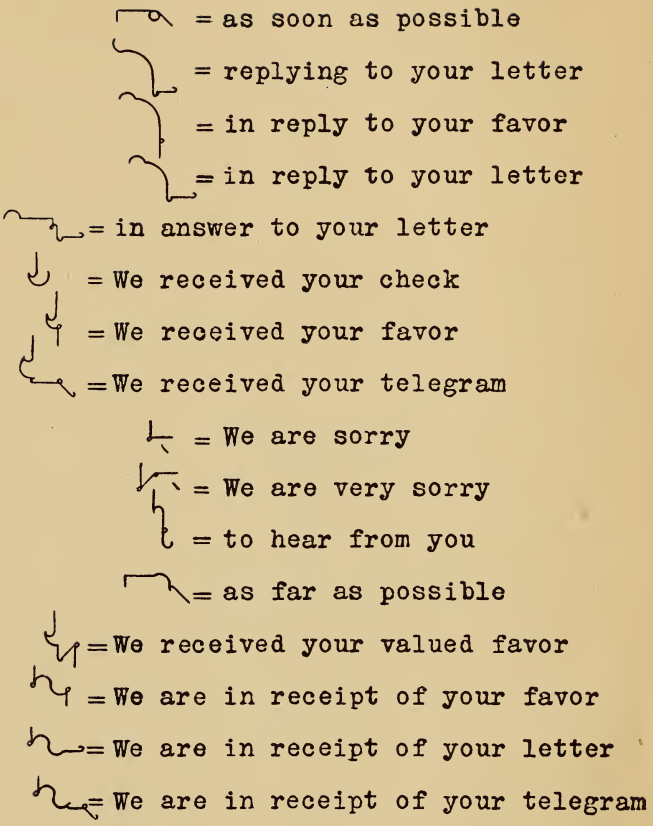
On the ground of your past interest, and our present need of your co-operation, we most cordially invite you to renew your membership-- the cost is small.

Very truly yours,

Charles T. Parrett

CTP/MEN Membership Secretary.


= cents
=dollars
=hundred
=thousand
=million
=minutes
=hours
=days
=a. m.
=p. m.
=number pound
=per cent
=period
=paragraph
=exclamation
=interrogation


= as soon as possible
= replying to your letter
= in reply to your favor
= in reply to your letter
= in answer to your letter
= We received your check
= We received your favor
= We received your telegram
= We are sorry
= We are very sorry
= to hear from you
= as far as possible
= We received your valued favor
= We are in receipt of your favor
= We are in receipt of your letter
= We are in receipt of your telegram

MAY 31 1912

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